



LearnIT! OnDemand

eLearning Plan

Employee: _____

Position: _____

Department: _____

Supervisor: _____

This document is intended to help guide your use of *LearnIT! OnDemand* elearning courses. Your supervisor and you should discuss and agree to the content of this document –and keep a copy for reference throughout the year.

Learning Goals

By setting goals and developing a learning schedule, you will be well positioned to meet those goals.

Discuss and agree on your learning goals and expected outcomes with your supervisor to ensure that your elearning is relevant and timely.

Learning Objective (What is the aim of this learning?)	Expected Outcomes (How will you use your new skills?)

Suggested Courses

Discuss and agree with your supervisor which subject areas are most appropriate.

Course	Targeted skill(s)	Priority (1, 2, 3..)	Aim to complete by

Learning Schedule

In collaboration, plan and confirm a learning schedule that addresses how much elearning time (weekly/monthly) is appropriate for you to meet your suggested elearning goals. If appropriate, include specifics regarding when during the day/week is the best time for elearning activities. Tips for successful elearning include:

- Ensure privacy while learning: Post a “Shhh... Learning in Progress” sign and ask co-workers to respect your learning time; schedule time at another work location such as an office or conference room
- Use the My Plan reminder tool in *LearnIT! OnDemand* in addition to your Outlook calendar to schedule learning ‘appointments’ as needed
 - When/if you can’t keep a learning appointment, reschedule it for another time
- Completing 30-60 minutes of learning at a time is recommended to maximize retention
- Remember: you can access *LearnIT! OnDemand* at a time that is convenient for you

My elearning day(s) of the week/month will be:

Time:

Signed and dated:

Employee

Supervisor